



Sagadahoc County Commissioners Meeting Minutes

January 12, 2016

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 p.m. on Tuesday, January 12, 2016 in the Commissioners' Meeting Room of the County Courthouse, 752 High Street, Bath, Maine 04530.

Present: County of Sagadahoc Commissioners: Mr. Charles Crosby III, Chair, Ms. Carol Grose, Vice Chair, Mr. Max Dawson
Pamela Hile, County Administrator; Brett Strout, Chief Deputy; Lt. Scott Stewart; Brodie Hinckley, Communications Director; Eric Sawyer, EMA Director; Michelle Cearbaugh, Finance Manager; Mary Kay Blatz, Assistant to County Administrator

Guests: Chief Scott MacMaster, Richmond P.D.; Janet Smith, Richmond Town Manager

- I. Chair Crosby called the meeting to order and established the presence of a quorum at 3:07 p.m.
- II. There were no public comments

III. CONSENT AGENDA

1. Approval of Minutes for December 8 and December 18, 2015
2. Approval of Warrants
3. December Financial Statements
4. Departmental Reports (Written)
5. Upcoming Meeting(s):
 - a.) Regular Meeting at 3:00 p.m. on February 9, 2016
 - b.) Meeting at 5:00 p.m. on Tuesday, January 26, 2016 IF NEEDED

Upon **MOTION** by Commissioner Dawson and second by Vice Chair Grose, **the consent agenda was unanimously approved as presented.**

V. BUSINESS ITEMS (out of sequence)

1. Request from Richmond to Pay for Spillman Maintenance Contract

Richmond applied for, and was awarded a grant in 2009 for the purchase of Spillman dispatch software, which brought the Richmond PD into conformance with the rest of the County. Because the annual maintenance was not covered by the grant, the Town noted in its application that it would assume this cost; however, until this year Spillman had not billed them for this fee. Although Spillman did not request payment of any of the past years' charges, they have invoiced Richmond \$3,675 for the current year. Because they had not previously been billed by Spillman, Richmond assumed this cost was being paid by the County (as it is for all other Sagadahoc localities) and has no funds in its budget to cover this expense. In a letter from Board Chair Peter Warner, the Richmond Selectmen voiced their belief that the current arrangement is very inequitable in that they are the only community in the County required to pay this fee. They have therefore requested that the Commissioners pay the current year's invoice and then include this funding in all future budgets.

In addition, was noted that with the exception of Richmond, the County pays for the majority of the air cards for each police department. Richmond has requested the same consideration that is given to everyone else in the County, which would translate into three (3) air cards at approximately \$40/month. They have requested that the County begin assuming this cost at the start of the FY 16-17 fiscal year.

Upon **MOTION** by Commissioner Dawson and second by Chair Crosby, **the Commissioners unanimously approved that the County pay the Spillman invoice of \$3,675 for this year and assume the annual maintenance cost going forward, as well as the monthly cost of approximately \$120 for the air cards, starting in FY 16-17.**

IV. DEPARTMENT REPORTS

1. Mid-year Financial Update – Michelle Cearbaugh

The following information was presented:

Upon receiving the County's assessments in November, a 0.5% yield on our money market was negotiated, which exceeds that available through all of the 12 month CD options meeting our withdrawal requirements. Additional information concerning this matter is included later in the agenda.

The annual tax assessment makes up 90% of the County's revenues. All fee for service budgeted revenues are at or above expectation for the first six months of the fiscal year.

Entity-wide the County is running slightly below on expenditures, primarily due to the timing of one-time annual payments and higher than average overtime costs due to low staffing in two departments. Ms Cearbaugh then gave a brief summary of each department's expenditures. (Written report available upon request.)

3. TBRJ

The Administrator advised that Knox County has received its facilities inspection report and is now working with the State to examine its options. It is hoped that they will have a plan to present to TBRJ towards the end of February.

V. BUSINESS ITEMS

2. Assignment of Account for Topsham Training Repayment

As the hiring of a new deputy from the Topsham P.D. obligated the County to reimburse Topsham for a portion of the training costs (estimated at approximately \$18,000), it is recommended that the Commissioners formally appropriate these funds from the Sheriff's Patrol Deputies Wage account. Because the deputy's position was vacant for several months, adequate funds exist therein to cover this expense.

Upon **MOTION** by Commissioner Dawson and second by Chair Crosby, **the Commissioners unanimously approved the payment of training costs to be appropriated from the Sheriff's Patrol Deputy Wage account.**

3. School Choice Proclamation

Andrew Campanella, President of National School Choice Week wrote a letter requesting that Sagadahoc County join localities throughout the country in celebrating educational opportunity – from traditional public schools to public charter schools, public magnet schools, private schools, on-line learning, and homeschooling-as submitted for Commissioners' review and consideration in Resolution 16-1, "A Resolution Proclaiming January 24-30, 2016 as School Choice Week".

Upon **MOTION** by Chair Crosby and second by Commissioner Dawson, **the Commissioners unanimously adopted Resolution 16-1, which proclaimed January 24-30, 2016 as School Choice Week in Sagadahoc County.**

4. Certificates of Deposit/Money Market Accounts

The Treasurer, Accounting Manager and Administrator reviewed investment options and agreed on the following recommendations:

- a.) Androscoggin Bank has agreed to increase our ICS (Money Market) account to a .5% interest yield, exceeding any available short-term, penalty free, higher yield options that would warrant opening a new CD.
- b.) The \$500,000 CDs maturing 1/16/16 is scheduled to automatically roll over into a low yield savings account; however, they are currently offering a fully liquidable high-yield money market account at 1.25% until at least December of 2016.
- c.) \$493,000 should be moved from the Down East Credit Union CD at maturity into Down East's high yield money market account (in two separate accounts ensure our funds are fully insured), with the remaining balance of the CDs moved into the Androscoggin Money Market account.

Upon **MOTION** by Chair Crosby and second by Commissioner Dawson, **the Commissioners unanimously approved that \$493,000 be moved into two high-yield Down East Credit Union MMA, and the balance of the funds into an Androscoggin MMA and authorized the Treasurer and Administrator as signers.**

4. 2016-17 Budget Calendar/2016 BAC Caucuses

The Administrator presented the tentative Budget Calendar for FY 2016-17, advising that the process commences immediately. One of the necessary actions is to set a date for the District Budget Advisory Caucuses. It was requested that the Commissioners approve holding this session at 6:00 p.m. on Tuesday, February 2nd, with a snow date of February 9th.

Commissioner Crosby advised that the date of March 15th for the Commissioner's Review of Budget on the tentative Budget Calendar may have to be changed as he may be unable to attend.

Upon **MOTION** by Chair Crosby and second by Commissioner Dawson, **the Commissioners unanimously approved scheduling the District Budget Advisory Caucuses at 6:00 p.m. on Tuesday, February 2nd, with at snow date of Tuesday, February 9th.**

IV. DEPARTMENT REPORTS (out of order)

2. Sheriff's Department – Lt. Scott Stewart

Lt. Stewart noted that despite the approximately \$18,000 to reimburse Topsham for training costs for the newly hired Deputy, there are things that the Deputy will bring to the table that will offset those costs, including trainings such as Accident Reconstruction. Because of his experience he will be ready for full-duty with minimal oversight in a relatively short period of time.

Lt. Stewart reported that the worth of the new-style Tasers was proven during a recent incident at which two deputies confronted a suicidal individual possessing a gun. The first Taser round hit the individual's belt buckle and was ineffective; however, the Taser immediately recharged and the deputy was able to deploy a second round and subdue the subject. The old-style Taser would not have re-charged quickly enough to get in second round, and the situation may have turned deadly.

The Lieutenant was recently notified that the Department has been given a grant for 15 AED's (one for each cruiser) from the Maine Cardiovascular Health Council.

V. BUSINESS ITEMS (out of order)

6. Authorization to Purchase Cruisers

The Chief Deputy provided a spreadsheet showing the rebid proposals for two (2) SUV vehicles. He advised that the Sheriff has recommended acceptance of Newcastle's low bid of \$46,734, after trade-in, for two 2016 Dodge Durango AWD vehicles. Any amount needed to outfit the cars that exceeds the balance in the vehicle capital reserve account will be transferred from the unassigned fund balance.

Upon **motion** by Commissioner Dawson and second by Chair Crosby, the Commissioners unanimously **authorized the purchase of the vehicles from Newcastle Motors, with additional costs handled through a transfer from the unassigned fund balance.**

7. Transfer of Investigator to MDEA

This item was tabled until the Sheriff could be present.

8. Selection of Chair and Vice Chair for 2016

Although the Board traditionally rotates the Chair's position, Commissioner Grose requested that, 1.) as Commissioner Crosby was doing an excellent job in that position, and 2) Commissioner Dawson did not express a desire to be appointed to either position, she would prefer to remain as Vice Chair. It was determined that there was no precedence that precluded individuals from serving in the same position for any length of time.

Upon **MOTION** by Commissioner Dawson and second by Vice Chair Grose, **the Commissioners unanimously approved Chair Crosby to retain the title of Chair for the 2016 calendar year.**

Upon **MOTION** by Commissioner Dawson and second by Chair Crosby, **the Commissioners unanimously approved Vice-chair Grose to retain the title of Vice-chair for the 2016 calendar year.**

8. County Administrator's Report – Available for review upon request.

9. Other

a.) The need to appoint someone to fill the County's position on the MidCoast Community Action's Board of Directors was discussed. The Administrator will provide additional information concerning the duties of this individual and the item will be placed on next month's agenda.

b.) The Administrator presented her preliminary findings concerning the availability of grants for the conversion of the courthouse to solar power. Because there are no significant funding sources available, the Commissioners decided not to pursue the matter at the current time.

VI. COMMISSIONERS COMMENTS/ANNOUNCEMENTS

VII. EXECUTIVE SESSION(S)

None Requested

VIII. ADJOURNMENT

Upon **MOTION** by Commissioner Dawson and second by Vice Chair Grose, **the Board voted by unanimous acclamation to adjourn at 3:53 p.m.**

Respectfully submitted,

May Kay Blatz, Assistant to the Administrator